

**AGENDA
SUTTONS BAY TOWNSHIP PLANNING COMMISSION
REGULAR MEETING**

201 N St Marys Street, Suttons Bay

Tuesday, November 2, 2021

6:00 PM

MEETING WILL BE HELD AT SUTTONS BAY BINGHAM FIRE AND RESCUE 201 N. ST MARYS STREET MEETING ROOM AS WELL AS BY Electronic remote access, in accordance with Public Act 228 of 2020 and Resolution 10 of 2021 Declaration of Local State of Emergency. The public may participate in the meeting through Zoom access by computer and smart phone using the following link: Join Zoom Meeting

<https://us02web.zoom.us/j/83613673652?pwd=VIZyVnNzdEVpRGhuRFJhZU9PY0R0UT09>

Meeting ID: 836 1367 3652

Passcode: 765361

Approval of Agenda

Public Comment

Conflict of Interest

Approval of Minutes: October 5, 2021

Items of Discussion/Consideration:

1. Zoning Ordinance Overhaul Project/Mathew Cooke
 - a. Special Event Language
2. Land Use Map Discussion
3. Solar Discussion Continued

Reports:

Zoning Administrator

Planner:

Township Board:

Chair Comments:

Steve Patmore

Mathew Cooke, Networks Northwest

Tom Nixon

Dennis Rathnaw

Commissioners' Comments

Public Comment

Next Meeting Agenda December 7, 2021

Adjournment (8:00 PM unless extended by a motion.)

Commission Packets can be viewed at: <https://www.leelanau.gov/suttonsbaytwppln.asp>

This meeting is a session of the Suttons Bay Township Planning Commission held in public for the purpose of conducting the Commission's business and is not to be considered a public community meeting. There is time set aside for public comment during the meeting as noted on the Agenda, and the Planning Commission welcomes the public's input at that time.

DRAFT MINUTES
SUTTONS BAY TOWNSHIP PLANNING COMMISSION
MINUTES OF OCTOBER 5, 2021

CALL TO ORDER

Dennis Rathnaw, Chair, called the Suttons Bay Township Planning Commission to order on Tuesday, October 5, 2021, at 6:05 p.m. at the Suttons Bay Fire Department, 201 N. St. Marys Street, Suttons Bay Township, Michigan. The meeting was held in person with zoom attendees.

ROLL CALL - Quorum Present

Present: Dennis Rathnaw, at Fire Dept.; Susan Odom, at Fire Dept.; Don Gregory at home in Suttons Bay in accordance with a local state of emergency declaration; Tom Nixon, at Fire Dept.; and Doug Periard, at Fire Dept.,

Absent: Amy Coleman, Rhoda Johnson, Dee McClure, Andy Brandt

Staff Present: Steve Patmore, Matt Cooke

Approval of the Agenda - Tom Nixon/moved, Susan Odom/supported, to approve the amended agenda, with the addition of solar discussion, PASSED.

Public Comment

Wayne Livingston, S. Peck Rd, commented on Leelanau Watersports on Peck Rd.

Sharon Livingston, S. Peck Rd., commented on Leelanau Watersports on Peck Rd.

Barbara Hagan, Freeland Rd., commented on the zoning ordinance and special events.

Steve Patmore responded to questions regarding Leelanau Watersports.

Conflict of Interest - None

Approval of the Minutes Tom Nixon/moved, Susan Odom/supported, to approve the September 7, 2021 Minutes as presented, PASSED.

Items for Discussion

1. Solar - Discussion -

- Encourage the township to move in the direction of solar energy.
- A lot of options for using solar panels.
- Software programs available to determine where solar panels might be used to generate power.
- Identify Solar panels as an accessory use.
- Look at solar template and ask what residents think about it

2. Zoning Ordinance

- Look at zoning map to see if there are areas where land is identified as Rural Residential and allow for 1 acre lots for non-productive agricultural land. This would allow for more lower income/affordable housing. Commission suggested having a workshop, using a large scale Google Map tour of the township.

3. Special Events

- See Matt Cooke (Networks Northwest) Notes of Oct 5, 2021
- Have applicant mark the property line.
- Does it encourage farming?
- Be concerned about residents in the neighborhood.
- Determine the amount of acreage when allowing special events.

4. ZOO Project Schedule

- Matt Cooke said schedule has not been developed.

REPORTS

Zoning Administrator- Report submitted by Steve Patmore. He added that he has been getting calls about camping, farm stays. Recycling in Leelanau County.

Planner - Housing Summit coming up.

Township Board - Lots of discussion regarding the Parks. Requesting public comment re use of COVID Funds.

Commissioner Comments: Don Gregory thanked the Village for the work done on the Road in front of the school.

Chair Comments -None

Public Comment - John Zachman commented on camping at farms.

Next Meeting Agenda November 2, 2021

Adjournment - Chair Rathnaw adjourned the meeting at 7:59 p.m.

Minutes by Marge Johnson, Recording Secretary
Amy Coleman, Planning Commission Secretary

November 2, 2021

To: *Suttons Bay Township Planning Commission*

Fr: *Mathew Cooke, Community Planner*

Re: *Special Events Language*

Special Events Draft Language

Following the last meeting discussion, Dennis Rathnaw and I were able to meet to discuss draft language to the Special Events section of the Zoning Ordinance Overhaul project. The draft is attached for your review, discussion, and consideration at the November 2 meeting. Please note most changes are highlighted, and some format issues arose with the draft language but this will be repaired for the future.

Section 14.23 Special Events

Special events may be allowed in the Agricultural District with the intent to promote and maintain local farming and agriculture, and the activities being necessary to the sustainability of farms. When permitted, special land use activities should have minimal impact on other properties and its residents, and on the ongoing active agriculture practices in the district, with a general stipulation to the special use permit being that the use enhances the area and does not degrade the value of surrounding properties. Agritourism uses may be a primary or accessory use on the parcel, although special events shall always be considered an accessory use. All of these uses shall be farm-related and shall not detract from the agricultural emphasis of the farm. Special events do not preclude personal uses (i.e. graduation parties) by property owners or lessees.

A. Special Events Parcel Requirements:

1. For special events the parcel must be a licensed winery or cidery with a pre-approved special land use permit or a commercial farm of at least twenty-five (25) acres with a minimum lot width of at least three-hundred-twenty-five (325) feet.
2. 20% of the parcel must be used for agricultural production.
3. Special events must take place in a structure primarily of agricultural use or in a permitted winery or cidery. All buildings must maintain both an agricultural heritage and a rural character.

B. Special Events Setbacks:

1. All buildings and structures, including tents, open to the public shall be not less than forty (40) feet from any right-of-way, and shall be set back at least one hundred (100) feet from any lot line.
2. Preexisting structures prior to the date of the adoption of this ordinance (1993) may be utilized. To encourage the use of existing buildings, the setback requirements may be reduced to the other standards of the district, subject to site plan review by the planning commission.
3. The planning commission may require greater setbacks if necessary to buffer adjacent properties from general disturbances (such as noise, light, etc.) as determined during the Special Land use permit process.

C. Special Events Conditions:

1. The number of special events of more than sixty (60) people shall be determined by the planning commission at site plan review and shall not exceed four (4) per month during the months of May through October, and not more than three (3) during each of the other months.
 2. No single event shall have more than xxx attendees (including on-site event staff) (Utilize the formula we used for Barnes application, need to find.)
 3. All activities must be completed by 12:00 AM. Any music or entertainment provided for the event must be for background purposes only, not a featured segment of the activity, and completed by 9:00 PM on Sundays through Thursday and 10:00 PM on Friday and Saturday.
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4. Sound amplifiers are permitted inside of buildings (excluding tents) only as determined in site plan review. At no time will the sound decibel level exceed 60 decibels, measured 50 feet from any property lines.
 5. Only acoustic music will be permitted outdoors.
 6. The operator must have a written statement from the County Health Department indicating the maximum number of persons that can be accommodated with existing toilet facilities. Additional portable toilets must be provided for any guests exceeding the aforementioned number.
 7. The applicant shall maintain a log of the activities including dates, group identity, times and number of guests. This list must be signed and certified by the permit holder as to its accuracy and submitted to Suttons Bay Township annually, no later than March 1 for the previous calendar year.
 8. There must be an on-site manager during the duration of the entire event (set up, clean up, etc.).
 9. An Event Management Plan (EMP) approved by the planning commission at a public hearing. The following information must be provided in the EMP.
 - a. General description of the Special Event Venue.
 - b. Types of events anticipated and total number and frequency of events
 - c. Proposed maximum number of guests.
 - d. Detailed specifics of where events will take place.
 - e. How power will be provided (generators?).
 - f. How potable water will be provided.
 - g. How garbage and recycling will be removed.
 - h. Contact information for on-site event manager during the event duration.
 - i. Contact information for the owner of property and event business.
 - j. Established maximum occupancy for each building.
 - k. How sound will be monitored and managed? (Type of sound, duration, mitigation efforts, etc)
 - l. How outdoor lighting will be managed?
 10. A site plan must be approved by the planning commission at a public hearing. The following information must be provided in addition to information required for Minor Project Site Plan Review as per Section 19.6.
 - a. Existing and proposed structures, including tents, with maximum capacity of each building where guests have access as established by the fire marshall.
 - b. The maximum number of people attending a single event.
 - c. Location of temporary toilet facilities, which may be required.

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4. For special events the parcel must be a licensed winery or cidery with a pre-approved special land use permit or a commercial farm of at least twenty-five (25) acres with a minimum lot width of at least three-hundred-twenty-five (325) feet.
 5. 20% of the parcel must be used for agricultural production.
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6. Special events must take place in a structure primarily of agricultural use or in a permitted winery or cidery. All buildings must maintain both an agricultural heritage and a rural character.

D. Special Events Setbacks:

4. All buildings and structures, including tents, open to the public shall be not less than forty (40) feet from any right-of-way, and shall be set back at least one hundred (100) feet from any lot line.
5. Preexisting structures prior to the date of the adoption of this ordinance (1993) may be utilized. To encourage the use of existing buildings, the setback requirements may be reduced to the other standards of the district, subject to site plan review by the planning commission.
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11. The number of special events of more than sixty (60) people shall be determined by the planning commission at site plan review and shall not exceed four (4) per month during the months of May through October, and not more than three (3) during each of the other months.
 12. No single event shall have more than xxx attendees (including on-site event staff) (Utilize the formula we used for Barnes application, need to find.)
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 14. Sound amplifiers are permitted inside of buildings (excluding tents) only as determined in site plan review. At no time will the sound decibel level exceed 60 decibels, measured 50 feet from any property lines.
 15. Only acoustic music will be permitted outdoors.
 16. The operator must have a written statement from the County Health Department indicating the maximum number of persons that can be accommodated with existing toilet facilities. Additional portable toilets must be provided for any guests exceeding the aforementioned number.
 17. The applicant shall maintain a log of the activities including dates, group identity, times and number of guests. This list must be signed and certified by the permit holder as to its accuracy and submitted to Suttons Bay Township annually, no later than March 1 for the previous calendar year.
 18. There must be an on-site manager during the duration of the entire event (set up, clean up, etc.).
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- p. Detailed specifics of where events will take place.
 - q. How power will be provided (generators?).
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 - u. Contact information for the owner of property and event business.
 - v. Established maximum occupancy for each building.
 - w. How sound will be monitored and managed? (Type of sound, duration, mitigation efforts, etc)
 - x. How outdoor lighting will be managed?
20. A site plan must be approved by the planning commission at a public hearing. The following information must be provided in addition to information required for Minor Project Site Plan Review as per Section 19.6.
- d. Existing and proposed structures, including tents, with maximum capacity of each building where guests have access as established by the fire marshall.
 - e. The maximum number of people attending a single event.
 - f. Location of temporary toilet facilities, which may be required.
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ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

October 2021 (to-date)

For November 2021 Planning Commission and Township Board Meetings

Prepared by Steve Patmore

As of October 25, 2021

LAND USE PERMITS ISSUED

		NEW		ACCESSORY	
DATE	TOTAL	HOMES	ADDITIONS	STRUCTURES	OTHER
Oct. 2021 (to date)	4	2	1	0	1
Year To Date	40	16	9	13	2
Year to date 2020	37	10	6	20	1
Year to date 2019	32	16	8	8	0
Year to date 2018	37	19	6	12	0
Year to date 2017	32	11	4	14	3
Year to date 2016	32	7	11	10	4
Year to date 2015	27	10	7	9	1
Year to date 2014	17	3	5	9	0

1581 S. Lake Leelanau Dr. – New Single Family Dwelling
1583 S. Cherry Blossom Lane - New Single Family Dwelling
3300 N. Putnam Rd – Special land Use Permit
955 S. Nanagosa Tr. – Deck addition

Revisions to existing Land Use Permits

Land Divisions:

- Several questions about splitting of land – preliminary reviews.

Zoning Board of Appeals:

- Application pending for Appeal of Site Plan Review – scheduling

Short Term Rentals:

- 34 Short-Term Rental Permits issued for 2021 (28 Renewal Permits– 6 New Permits).
- Renewals being accepted for 2022.

Other:

- Inquiries about guest houses.
- Discussions on outdoor maze and special events.
- Many general questions on properties and real estate sales.